

Yakima Valley Libraries

Board of Trustees

Budget Study Session – 2014 Budget

Tuesday, October 28, 2013 - 3:00 p.m.

Board Members Present: President Melba Fujiura, Vice-President Pamela J. Perryman; Secretary Jerry Maggard, Trustee Richard E. Ostrander, Trustee Del Rankin

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder

Director Hixson began today's session referring to the preliminary draft and budget outline for 2014. She asked if there were any particular items the Board would like to discuss.

Trustee Perryman said she was interested in knowing more about the additional staffing and if there is a lack of positions. Director Hixson enthusiastically responded that Jared Fair, Moxee Community Library Supervisor II, has not only expressed an interest in a library science degree, but has received notice his application was accepted by San Jose State University. She added he currently holds a Masters in Literature. Heather Campbell, West Valley Library Public Services Supervisor III, has also indicated a desire to pursue library science courses. The Plath Fund will help support the funding of eligible staff who qualifies for a MLIS degree. We've worked hard to reshape the payroll budget to add benefit to the district stated Hixson. We need to create more librarian positions as outlined in the budget's first page. Hixson noted that there are only 9 certified librarians within the District. If YVL wants to utilize the Plath Fund as well as bring librarians to the District, there needs to be positions for them to work that recognized their certification as a librarian. This added expertise will enhance our library services and district. Trustee Perryman thanked Director Hixson for the clarification.

Director Hixson moved on to the topic about the collection and how it impacts the district. LeNee Gatton, Collection Development Coordinator, recently relayed to Hixson how imperative it is to continue building the collection and maintain weeding on a regular basis. Hixson explained it would be constructive to have her administer the collection full-time. She is an exceptional Librarian remarked Hixson. Ms. Gatton currently oversees not only the collection but is the Managing Librarian for Moxee and Terrace Heights.

Executive Session:

At 3:10 p.m. Trustee Ostrander requested that the meeting be suspended for an Executive Session under the provisions of RCW 42.30.110(1)(b) – Performance of a Public Employee.

The Executive Session adjourned at 3:25 p.m. and the Budget Study Session was reconvened. There were no recommendations or further discussion.

With the continuation of the session back in process, Director Hixson respectfully reiterated the recommendation of a full-time Collection Development Librarian position as well as an Assistant who can help build on the good work of the collection. We are also in need of librarians at West Valley to assist Managing Librarian Cathy Rathbone and at Yakima Central to help Managing Librarian Francisco Garcia-Ortiz oversee some of the day-to-day tasks, Hixson added. Dr. Garcia-

Ortiz has indicated he would like to participate with some of the writing projects and develop workshops offered through the Washington State Library. Dr. Garcia-Ortiz manages the Southeast Library, the Technical Services Department and is a research expert. Archive Librarian Terry Walker reports directly to Dr. Garcia-Ortiz, however due to her specialty it doesn't allow her to provide back-up support. Director Hixson commended Ms. Walker for her exceptional role as the library's archive specialist. We really do have brilliant people in our district, acknowledged Hixson.

Trustee Ostrander asked how many staff are currently employed. Director Hixson replied we have 81 FTEs and a total of 102 staff. There is an increase on the line item for additional staff to benefit the entire district.

Director Hixson commented on other anticipated increases in the budget. She stated she will pull money from the IT line item which covers computer equipment and small equipment supplies to move it to the wage line item. She continued saying that we are working with the County to assess the YVL's current technological equipment. Trustee Ostrander stated that computers are outdated so rapidly we should just let the equipment wear out and then replace it. Hixson agreed and said it is necessary that YVL develops a comprehensive plan for future equipment needs. The County has been outstanding to work with through this process she said.

Director Hixson referred to page 10, in the 2014 Budget Draft Projections document. She spoke of the Levy Rate and property tax comparisons. She said we must keep General Operating funds in balance. Libraries are limited by law to 50 cents per thousand and cannot exceed if that cap is reached without taking the issue to the voters for a temporary levy lid lift. The goal is sustainability with resources currently available.

Director Hixson drew attention to Page 5, referring to it as the balancing page. Line 45 is held by Resolutions restricting those funds. Line 46 pertains to funds reserved for debt service such as the West Valley Library. Line 47 designates operating cash and Revolving funds.

Line items 48 and 49 shows our cash balance, Hixson said, posting the total designated General Fund (cash) year end 2014 and estimated ending fund Balance that is undesignated at December 31 for the General Fund.

Trustee Perryman interjected at this moment to compliment Director Hixson's 2014 Budget Draft Projections document and stated, "Your expertise is impressive!" The Board unanimously responded with agreement.

Director Hixson provided hand-outs to the Trustees costing-out the libraries. She called the document a "snap shot of the district." Hixson spoke about the revenues and expenditure balances shown on the spreadsheet. She emphasized the necessity for consistent statistics to generate the information. She reviewed the financial entries for the contract cities and annexed libraries. This assignment is an interesting exercise of what it costs to run our libraries and services she told the Board. Hixson said she wants to see staff produce exciting and creative ways to engage our customers using their ingenuity. She also compared YVL's current staffing to King County's and shared some statistics comparing the two districts regarding allocated percentage of staffing. Both have 29% support staff, but YVL has only 9% certified librarians versus 20% at King County, and YVL has 63% direct public staff versus King County has 52% direct public service. Trustee

Ostrander cited that libraries are more than just about circulation. Director Hixson said she couldn't agree more.

Trustee Perryman asked for clarification about extra hours shown for overtime. After some discussion, Trustee Rankin suggested it might be helpful to clear up the confusion about the column by using a dollar sign. Director Hixson made note of the recommendation.

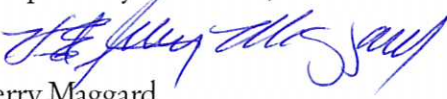
Director Hixson also went on to explain how she factored in the collection development into the document. She reflected again how important statistics are to this information and how misinterpretations and counting attendance during a program can distort the statistical count. The statistics must be verifiable and accurate she said. She also mentioned our statistics are reported to the Washington State Library.

Trustee Rankin asked for clarification regarding the five new librarian hires and referred to page 1, of the 2014 Budget Draft, by comparing the information to page 9 under the listing of FTE-Full Time Equivalent Employees. Director Hixson referenced line item 27 on page 7 (*1 Managing Librarian IV – Collection Development – New*) and line item 74 page 9 (*1 Managing Librarian III & Programs – Restructured*) citing the proposed changes in staff for 2014.

Director Hixson concluded the Budget Study Session offering to make any changes the Board would find beneficial. The final Budget will be mailed to them next week she said.

The Budget Study Session adjourned at 4:00 p.m.

Respectfully submitted,



Jerry Maggard
Secretary